

INSTRUCTIONS FOR COURSE EQUIVALENCY VERIFICATION FOR MATH TRANSFER COURSES

Transfer credit is awarded by the Registrar through the Office of Admissions and New Student Enrollment. As a service to students, the Mathematics Department will evaluate transferred courses as compared to Mathematics courses offered at the University of Arizona. **Applicability of transfer credit to a student's academic curriculum is ultimately determined by the academic advisor in the student's major department.** Nevertheless, since some degree programs require that specific courses appear on a student's UA transcript, the Math Department will determine if a transferred Mathematics course has a UA equivalent or if the transferred Mathematics course will satisfy a requirement. If so, we will notify the registrar of this. The department can also offer informal evaluation of past Mathematics studies to help transfer students register for appropriate technical courses.

The Department will evaluate your transfer course as quickly as possible. If we determine that the transferred credit is equivalent to a UA math class, you will be notified via email within approximately two weeks. If the transcript has not yet been received by the UA, it is the student's responsibility to notify the Math Department when it does, if necessary (placement@math.arizona.edu). Equivalency will be granted only if the typical content of the UA course was completely covered in the transferred courses. **Thus, courses with the same titles may not be equivalent.** Remember that even though a transfer course does not have a UA equivalent, the transferred credit remains and it may still apply to the student's academic curriculum.

If we need further information to make an evaluation, we will contact you. There is no appeal process. **NOTE: If the math course you took does not seem to fit the description of any UA math course, submitting a course syllabus or a more detailed description of the contents of the course may expedite this process.**

READ INSTRUCTIONS BELOW (one form for each institution) . For Math 302a and 302b evaluation, or evaluation of credit from outside the US, you must use this form.

A. For Math Transfer credit from Arizona:

1) If are planning on taking a UA math course and need your transfer math course in order to take a UA math course, or the course does not transfer as a UA math course automatically, go to Math room 108 or email placement@math.arizona.edu. Bring an unofficial transcript if one does not appear in the UA system. **DO NOT USE THIS FORM UNLESS IT IS FOR MATH 302A/B.**

B. For Math Transfer credit from the US, but Outside of Arizona:

1) This can be done online. Go to <http://math.arizona.edu/placement/credits/request.html>
 2) If the transcript has not been received by UA, it is the student's responsibility to contact the Math Department to make the appropriate adjustments so that the class will appear as transfer credit on the student's UA record (if applicable).
DO NOT USE THIS FORM.

C. For Math Transfer credit Outside the US, go to Math room 108 with supporting documents:

1) Fill out the form on the backside of this page and attach supporting documents. Do not use the online form.
 2) If possible, attach a copy of that part of your transcript that shows the course in question if it does not appear in UAccess Student.
 3) Attach a copy of the course and prerequisite descriptions as they appear in the school's official catalog and an internet link to an official catalog page that contains the course description.
 4) When necessary, attach an English translation of the course description and the description of any prerequisite courses. By supplying this translation, you are personally attesting to its veracity and accuracy.
 5) If the transcript has not been received by UA, it is the student's responsibility to contact the Math Department to make the appropriate adjustments so that the class will appear as transfer credit on the student's SAPR (if applicable).

D. For Math courses to satisfy Math 302a and/or Math 302b, go to Math room 108 with supporting documents:

1) Fill out the form on the backside of this page. Do not use the online form.
 2) If possible, attach a copy of that part of your transcript that shows the course in question if it does not appear in UAccess Student.
 3) Attach a copy of the course and prerequisite descriptions as they appear in the school's official catalog and provide an internet link to an official catalog page that contains the description of the course and any prerequisite courses.
 4) Attach a copy of the course syllabus with the name and authors of the textbook used, and the chapters covered in the course.
 5) Attach a copy of any project, portfolio, or other assignments that are not described in the course syllabus.
 6) If the transcript has not been received by UA, it is the student's responsibility to contact the Math Department to make the appropriate adjustments so that the class will appear as transfer credit on the student's SAPR (if applicable).
 7) These courses are approved on a section by section basis. The student must provide an unofficial transcript showing the section number of the course taken before any adjustments will be made to the student's UA record.

Return this form and supporting documents to Math room 108.

COURSE EQUIVALENCY VERIFICATION

This form is for courses that may satisfy UA MATH 302A and 302B or for MATH courses completed outside the US.

Date: _____

Student's Name: _____ Student ID #: _____
Last First

Email Address: _____ Major: _____

Academic Advisor: _____ Advisor email address: _____

Name of college or university where math courses are offered: _____

One form per institution

Math Courses to be evaluated:

(1)	Original course number	Course Title	Textbook used	# credits transferred	Grade	Date Taken	*Suggested UA equivalent
(2)	Original course number	Course Title	Textbook used	# credits transferred	Grade	Date Taken	*Suggested UA equivalent
(3)	Original course number	Course Title	Textbook used	# credits transferred	Grade	Date Taken	*Suggested UA equivalent

*If suggested UA equivalent is Math 302A or 302B, please include the section number or CRN

If you have additional courses, please attach another form.

URL to course descriptions: _____

Have you completed the course? Yes ___ No ___ Does the transcript appear in UAccess Student? Yes ___ No ___

Are the credits from a semester or a quarter system? _____

Do you plan to take a UA math class? Yes ___ No ___ If so, what class _____

*****DEPARTMENT USE ONLY*****

UA course equivalent	(1)	_____	_____
		T number	UA equivalent
	(2)	_____	_____
		T number	UA equivalent
	(3)	_____	_____
		T number	UA equivalent

Approved: _____ Denied: _____ Approver's Signature: _____

Does course appear in UA system : Yes ___ No ___

Milestone Level : _____ to _____

Comments: _____
